

Unofficial

SUMMARY Town of Hull Board Meeting October 10, 2011

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1) Call to order at 6:30 p.m.

2) Pledge of Allegiance

Present: Chairperson Holdridge, Supervisors Mel Bembenek, Dave Pederson, Dave Wilz and LaVerne Syens.

Others present: Clerk Janet Wolle, Treasurer Jim Kruziki, Secretary/Deputy Clerk Barb Brilowski, Road Foreman Pete Kaminski, Fire Chief Mark Kluck, EMS President/Administrator Mark Fritsche, Hull Engineer Dave Glodowski.

3) Minutes of September 12, 2011 Board meeting - Moved by Wilz, second Syens, approve as corrected minutes of the September 12, 2011 Board meeting. Motion carried unanimously.

4) Vouchers Motion Wilz, second Syens, approve the vouchers as presented and as discussed. Motion carried unanimously.

5) Citizens wishing to address the board non-agenda items. Agenda items are for discussion with possible action. (This opportunity for citizens to ask questions, express opinions is a 21<sup>st</sup> Century version of the opportunity citizens had in the historic New England town meetings.) Current Wisconsin law requires government action cannot be taken until a topic is placed on the Town Board agenda and published 24 hours in advance of the Town of Hull meeting.

6) Selection of bidder for road work on Driftwood Drive (south end) – Dave Glodowski, Hull Engineer  
Following discussion moved by Wilz, second Syens, accept the bid from Constructs, in the amount of \$7,996.52 for work to be done on Driftwood Drive (south end). Motion carried unanimously.

7) Selection of bidder for road work on Airport Road – Dave Glodowski

Moved by Wilz, second Syens, accept the bid from Stuczynski, in the amount of \$3,000 to \$5,000, for work to be done on Airport Road. Work to be done in late October – mail letters to people where ditch work to be done. Motion carried unanimously.

8) Request to move elections from the Fire Department to the Municipal Building

Motion Pederson, second Wilz, approve moving of elections from the Fire Department to the Municipal Building beginning February 2012 and to provide funds. Motion carried unanimously.

9) Report on qualifications for Inspectors of Election (Poll Workers)

Motion Wilz, second Bembenek, accept the report. Motion carried unanimously.

10) Cell phone plan

Moved by Pederson, second Wilz, approve CellCom as cell phone carrier for the Town of Hull # phones 5; #minutes 1600; cost of \$152.97/mo. Motion carried unanimously.

11) Siren coverage in Town of Hull

Following discussion moved by Pederson, second Wilz, include installation of second siren in the 2012 budget. Motion carried unanimously.

12) Generator for Municipal Building and Fire Station

Motion Syens, second Bembenek, table to November for additional information to be received. Motion carried unanimously.

13) Snow plow contracts

Motion Bembenek, second Pederson, increase across the board the cost for snowplowing driveways by \$50.00 (\$250.00). In order to cover the cost of plowing long driveways, parking areas and/or paths to out buildings (other than garage) an additional charge of from \$25.00 to \$300 will be charged. Motion carried unanimously.

14) Class B Original Alcohol Beverage License Application for Chester Salvinski for Knotty Pines, 1511 North Second Dr., Stevens Point WI 54482 – Janet Wolle

Motion Wilz, second Bembenek, approve a Class B Original Alcohol Beverage License Application for Chester Salvinski for Knotty Pines, 1511 North Second Dr. Motion carried unanimously.

15) Operators license application for Marcella Salvinski, James Salvinski and Nikki Dombrowski

Motion Syens, second Bembenek, grant and Operators license to Marcella Salvinski, and grant conditionally licenses to James Salvinski and Nikki Dombrowski. Condition is receipt of clear record check and/or proof of class attendance. Motion carried unanimously

16) Grievance Procedure –

Motion Wilz, second Bembenek, approve a Class B Original Alcohol Beverage License Application for Chester Salvinski for Knotty Pines, 1511 North Second Dr. Motion carried unanimously.

17) Halloween hours

Motion Wilz, second Syens, have Halloween hours on Sunday October 30 from 4 p.m. to 7 p.m. Motion carried unanimously.

- 18) Reports
- Clerk – Report on agenda distribution to media and posting
  - Treasurer – Monthly report on financial accounts
  - Road Foreman – Status report on roads
  - Fire Chief – Monthly report on fire runs
  - EMS President/Administrator – Monthly report on EMS runs

19) Adjournment

Adjournment: Motion Bembenek, second Pederson, adjourn the meeting.  
Motion carried unanimously. Meeting adjourned at 9:30 p.m.



TOWN OF HULL BOARD MEETING  
MONDAY OCTOBER 10, 2011

- 1) Call to order by Chairperson John Holdridge at 6:30 p.m. at the Town Municipal Building, 4550 Wojcik Memorial Drive, Stevens Point WI 54482

Present: Chairperson Holdridge, Supervisors Mel Bembenek, Dave Pederson, Dave Wilz and LaVerne Syens.

Others present: Clerk Janet Wolle, Treasurer Jim Kruziki, Secretary/Deputy Clerk Barb Brilowski, Road Foreman Pete Kaminski, Fire Chief Mark Kluck, EMS President/Administrator Mark Fritsche, Hull Engineer Dave Glodowski.

- 2) Pledge of Allegiance
- 3) Minutes of September 12, 2011 Board meeting

Page 4 ~~Brien~~ Brine storage shed to be built by Stevens Point

Moved by Wilz, second Syens, approve as corrected minutes of the September 12, 2011 Board meeting. Motion carried unanimously.

- 4) Vouchers

Dave Wilz:

Page 6 – Monkey Tree Service

Dave Pederson:

Page 1 – Repair time clock at FD (malfunction – stone in time clock)

Tail letter patch – last name of firefighters

Page 2 – Shawn Donahoe – mileage to attend 2 day FD training

EO Johnson – quarterly maintenance contract

Page 4 – Pipe for 1 ton GMC – fuel pipe (1 pipe rotted out of tank)

Oshkosh Fire & Police – regulator with face piece carrier – air tank used (protection for bottle)

Milestone Materials – 2 prices for ¾” Base Dense – the amount listed are number of ton ordered – not price per ton

Mel Bembenek:

Page 3 – Gremmer and Associates - General professional services (items that do not fit into large project) – should note what buying services for

Motion Wilz, second Syens, approve the vouchers as presented and as discussed. Motion carried unanimously.

- 5) Citizens wishing to address the board non-agenda items. Agenda items are for discussion with possible action. (This opportunity for citizens to ask questions, express opinions is a 21<sup>st</sup> Century version of the opportunity citizens had in the historic New England town meetings.) Current Wisconsin law requires government action cannot be taken until a topic is placed on the Town Board agenda and published 24 hours in advance of the Town of Hull meeting.

- Holly Smith regarding road work being done – speaking for big oak trees
- Trudy Pederson also regarding road work (Driftwood Dr) power lines there – will have to go back farther (avoid cutting trees)
- Barb Brilowski future discussion to maintain building – rusty building, rusty plants, sidewalk – possible need for 2 windows – Who is responsible for maintenance?

- 6) Selection of bidder for road work on Driftwood Drive (south end) – Dave Glodowski, Hull Engineer

Bids received from:

|                     |             |
|---------------------|-------------|
| Stuczynski Trucking | \$16,165.00 |
| Constructs          | \$ 7,996.52 |
| Fahrner Excavating  | \$14,134.66 |

Dave Glodowski – Constructs schedule good – can start work this week or next

Dave Pederson – trees removed along Driftwood the past 2 weeks

Glodowski:

- All trees are in right-of-way
- Clearing limits 30’ west side
- Clearing limits 28’ east side
- Back slope will be deeper as cutting back on project
- Saving 1 row of Norway Pine on Pederson side (east)

Holly Smith – put in drain tile instead of cutting ditch

Granite Ridge Road project on hold.

Following discussion moved by Wilz, second Syens, accept the bid from Constructs, in the amount of \$7,996.52 for work to be done on Driftwood Drive (south end). Motion carried unanimously.

7) Selection of bidder for road work on Airport Road – Dave Glodowski

Bids received from:

Constructs – will not do project

Stuczynski

- Plans on Airport Road have been revised.
- Don't have confined scope
- Need better storage for water
- Road crew will do trucking

Moved by Wilz, second Syens, accept the bid from Stuczynski, in the amount of \$3,000 to \$5,000, for work to be done on Airport Road. Work to be done in late October – mail letters to people where ditch work to be done. Motion carried unanimously.

Announcements by Chairperson Holdridge:

- October 13 – Water Study Task Force Meeting
- October 20 – Public Safety Task Force Meeting
- October 17 – Board meeting cancelled
- November 7 – Board meeting cancelled
- October 12 5 people going to Governor Walker's office re on/off ramps at I-39/County Hwy X
- October 18 – process want to annex town land at I-39/Casimir Road – Attorney Bob Konkol will submit document to State
- November 2 – Humane Society Annual Meeting
- October 11 – budget meeting
- October 20 – TRIP meeting at 7 p.m. to be attended by Dave Pederson
- Channel 7 re Your Town Portage County
- Correspondence from New Page re bankruptcy
- Reporter from Milwaukee Journal asked if any towns with blacktop roads needing repair would go back to gravel roads
- Information on Incident management
- Petition for annexation – 7' strip
- Petition for annexation – Hafner in Przybylski subdivision

- 8) Request to move elections from the Fire Department to the Municipal Building – Janet Wolle, Clerk

TOWN OF HULL – 4550 Wojcik Memorial Dr., Stevens Point WI 54482

September 22, 2011

To: Hull Town Board  
From: Janet Wolle, Clerk  
Subject: Request to Move Elections

I respectfully request the Town of Hull Board of Supervisors move elections from the Hull Fire Department to the Hull Municipal Building beginning with the February 2012 primary. Should there not be a primary in February then beginning with the April 2012 Presidential Preference/Spring Election.

The Fire Department has served us well, however, over the years the election process via laws has grown and changed. We have outgrown the Fire Department. For a number of years I and all involved with elections realized we were outgrowing the FD but then discussions began, meetings held and plans drawn for a new building – the new building would resolve our space dilemma. Well, that didn't happen. Now I strongly believe it is time to move in another direction by bringing elections to the Municipal Building.

- ✓ Registration will be set up in the meeting room
- ✓ The Election Board, ballot booths and tabulators will be in the 1<sup>st</sup> bay in the garage.
- ✓ Voters will exit via the west door returning to their vehicles
- ✓ Extra lighting will be hung in the garage
- ✓ The parking lot needs to be striped
- ✓ I request a cement sidewalk be placed along the west side of the building to the parking lot for the voters – we have individuals with walkers, canes, occasionally in a wheel chair and of course women often wear high heels as they are going to or coming from work to vote. SAFETY.
- ✓ I also request additional parking area be added to the west of our existing parking lot. Voters may well use the parking lot across the street, however at night there is NO lighting there and that is of serious concern to me. SAFETY
- ✓ Parking behind the garage will be necessary for the Election Board, Barb and me.
- ✓ Do we need additional lighting over here? I can't rule that out. SAFETY
- ✓ A closet would be constructed in the first bay for storage of tabulators, voting booths, AutoMark along with other election supplies.

An item I did not mention is the additional door in the meeting room. Either a single door or double door increases the number of people who can be in the room. This would be an exit door only.

There has been discussion I have been against moving elections to the municipal building in the past. That is true. The reason - our office is open for business to our citizens on a full-time basis. While the office has a glassed in counter and a door to lock the area, the office counter remains open to the meeting room. Having said this, it is imperative the office **REMAIN OPEN** ON ELECTION DAY. We will make adjustments by enclosing the area with some type of panel that goes to the ceiling. The doors entering the building will be marked one with ELECTION the other with OFFICE. A plastic chain will be put up in the entrance to divide the areas. Citizens will come to a Dutch door down the hall to the office thereby eliminating conversations at the counter. As Clerk I must be in the office on Election Day to answer questions, handle problems arising throughout the day, issuing absentee ballots (info below). With new election laws in place and those continuing to come from Madison, there will be many phone calls, residents wondering what they need in order to register to vote; what do they need for identification; how long are the polls open; I'm new, where do I vote, and so forth. It is important for all to remember the Election Board is here to **administer the election,** not to answer phones and questions relating to voting. That is my job. As Deputy Clerk Barb will be answering questions as well. During a teleconference on 9/21/11 with members of Government Accountability Board (G.A.B.) and clerks around the state we learned Provisional Ballot info must be input in S.V.R.S. throughout the day and must be **completed before clerk's leave their office on Election Day regardless of the time.**

Other:

- ✓ Military Voters for the Partisan Primary and General election have until 5:00 p.m. on Election to apply for an Absentee Ballot – the ballot will be processed in the office and either emailed or faxed
- ✓ Hospitalized Electors can register to vote and vote Absentee Ballot no later than 5:00 p.m. on Election Day – ballot must be returned to the clerk
- ✓ Sequestered jurors Absentee Vote no later than 5:00 p.m. on Election Day (have never had a sequestered juror)
- ✓ With the new County Districts I foresee Barb and I assisting with line management, etc.

Not all calls will relate to elections: vehicle permits (issuance of), dog licenses, garbage/recycling, building permits/inspections, burning, roads, citizen vs citizen, bike licenses, property requests, office hours, compost/branch drop off, Sheriff's Department, spring clean-up, etc., etc., etc. Is there a possibility it could be quiet in the office on Election Day? Certainly but we always have work that needs to be done.

If there are provisional ballots, the Legislature and Governor have provided electors the opportunity to correct errors no later than 4 p.m. on the Friday after the election and clerks must be available to collect the documentation. For the Spring Election this is between Wednesday April 4 and Friday April 6 – if clerks normally have regular office hours on Friday they must remain open on Good Friday, April 6, 2012.

Who receives a provisional ballot? Individuals unable to list their driver's license number on the voter registration application; a first-time voter who registered by mail who is unable to provide poll workers with acceptable proof of residence; voter unable

to provide an acceptable form of proof of identification; if an absentee elector was required to provide proof of residence or proof of identification with their AB and does not. As of this date Hull has not had a provisional ballot, however, during recall elections this summer many provisional ballots were issued and the expectation is for many more with the 2012 elections when all aspects of the new laws are in place across the state. This was discussed during the clerk's conference call on 9/21/11.

There will be changes in the office and the garage on Election Day, but we will work through it.

For our citizens, the Election Board, Registration Officers and myself I encourage the board approve moving elections to the Municipal Building and to provide the necessary funding. Should you have questions please contact me. Your consideration is greatly appreciated.

Thank you,

Wolle - In the proposed 2012 budget there is a request for \$10,000 for work that needs to be done to move the polls to the municipal building – this is an estimate only as have not received authority from the board to obtain exact costs. Jim Kruziki and I came up with an amount when working on the budget.

Motion Pederson, second Wilz, approve moving of elections from the Fire Department to the Municipal Building beginning February 2012 and to provide funds. Motion carried unanimously.

- 9) Report on qualifications for Inspectors of Election (Poll Workers) – Janet Wolle

Information presented starts on page 8



# Government Accountability Board

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- [Legal Resources](#)
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- [Publications](#)
- [Training](#)

## Upcoming Events

- ✓ [GAB November 2011 Meeting](#)  
November 9, 2011 - 9:00am
- ✓ [GAB December 2011 Meeting](#)  
December 12, 2011 - 9:30am

[More ...](#)

## Welcome to our new website

We hope you find our new site easy to use and navigate.

**Click here** for more information about the new site.

**E-mail us** with your questions or comments.

## Home

### Become a Poll Worker

The Government Accountability Board's Elections Division encourages all private citizens to vote and to become involved in the election process. One of the most rewarding ways to do this is to become an Election Day poll worker (or "Election Inspector" as the position is formally called). The Chief Election Inspector is in charge of the polling place, and has **additional training requirements**.

Citizen involvement is essential to conduct open, accurate and fair elections in Wisconsin. We hope that you will consider participation in one of these positions.

#### What are the responsibilities of an poll worker?

Poll workers (election inspectors) conduct assigned duties at a polling site on Election Day. Duties can include issuing ballots to registered voters, registering voters, monitoring the voting equipment, explaining how to mark the ballot or use the voting equipment or counting votes.

#### What are the hours of work?

Polling places are open statewide from 7:00 a.m. to 8:00 p.m. Poll workers can work a full day, generally from 6:30 a.m. until approximately 9:00 p.m. or later in the case of November elections. In many municipalities, election inspectors can work a split shift. The use of shifts must be approved by the ordinance and can be done in any city, village or town.

#### Are poll workers (election inspectors) compensated?

Yes, poll workers are compensated for working at polling places at a rate determined by the appropriate municipal governing body, and, in some municipalities, are also compensated for attending any required training sessions. Poll workers may also choose to volunteer their services by filing a written declination of compensation with the municipal clerk.

#### What are the training requirements for poll workers?

Municipal clerks are required by state law to provide training. This training provides all of the necessary information and knowledge to be a successful poll worker. (Many municipalities require poll workers to attend a comprehensive training course prior to each Primary election.)

An experienced chief inspector who has been certified by the State Elections Board must be present at each polling place for each election. Chief inspectors must receive six hours of continuing election education training during each two-year period.

#### What length of commitment will be expected?

Poll workers are appointed to two-year terms so you will be asked to make a minimum two-year commitment. However, committing to one election cycle (Primary/General) is also appreciated.

#### Where will I be assigned?

In smaller municipalities, there is often only one polling place. However, in larger municipalities there are multiple polling places. In larger municipalities, every effort is made to assign a poll worker to their neighborhood voting site. However, poll workers in larger municipalities such as large cities must be willing to be flexible and consider assignments at other sites.

#### What are the specific qualifications to be a poll worker (election inspector)?

To be a poll worker, a person must:

- Be a qualified elector of the municipality in which the polling place is established (i.e., an adult citizen of the United States who has resided in the election district for 28 consecutive days and is not otherwise disqualified to vote)
- Be able to speak, read, and write fluently in the English language
- Have strong clerical skills
- Be able to solve problems
- Be an effective communicator
- NOT be a candidate for any office to be voted on at the polling place at that election.

#### How are poll workers selected?

According to State Statutes (7.30 (4)) the Mayor, President or Board Chairperson of the municipality is required to nominate poll workers to the governing body no later than the last regular meeting in December of odd-numbered years. The governing body of the municipality appoints the poll workers for a two-year term before December 31.

The nominees are to come first from lists submitted by the two dominant political parties, which are due no later than November 30 of odd numbered years, and may be supplemented at any time. Local party chairpersons are responsible for submitting these lists of names to the Mayor, President or Board Chairperson of the municipality, for each polling place.

If a local party does not submit a list, or does not submit enough names, the Mayor, President or Board Chairperson may nominate qualified individuals on a non-partisan basis, without regard to party affiliation.

#### Can I be excused from my regular job to be a poll worker?

Wisconsin law requires every employer to grant an unpaid leave of absence to each employee who is appointed to serve as an election official, if the employee who serves as an election official provides his or her employer with at least 7 days' notice. The leave is for the entire 24-hour period of each election day in which the employee serves in his or her official capacity as an election official. Upon request of any employer municipal clerks must verify appointments.

#### How do state employees become poll workers?

Wisconsin Statutes provide that state employees appointed by a municipal clerk to serve as election officials must be granted leave without loss of

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About the Board

### Who determines if the high school poll worker is eligible to serve as an election inspector?

Posted in High School Poll Workers

A student who is 16 or 17 years of age and who is enrolled in grades 9-12 in a public or private high school and has at least a 3.0 GPA may serve as an election inspector with the approval of the student's parent or guardian. The municipal clerk must receive written authorization from the student's parent or guardian for the student to serve for the election for which he or she is appointed.

The school board (or governing body of a private school) may establish criteria for service by a student that does not have a 3.0 GPA. If a student does not have at least a 3.0 GPA or equivalent, the municipal clerk shall obtain written certification from the principal of the student's school that the student meets any criteria established by the school board (or governing body of a private school) for service as an inspector.

Search  
his site:  Search

Resources

Search

his site:  Search

Resources

ints

Search

his site:  Search

Resources

Search

his site:  Search

Resources

Search

his site:  Search

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ints

Search

his site:  Search

Home » Frequently Asked Questions » High School Poll Workers

### Does a high school poll worker have to be a United States citizen?

Posted in High School Poll Workers

Yes. An election inspector is required to be an eligible elector. Age, residency and citizenship are requirements to be an elector. The provision permitting 16 and 17 year old high school students to serve as an election inspector is an exception to the age requirement.

Home » Frequently Asked Questions » High School Poll Workers

### Do high school poll workers get paid?

Posted in High School Poll Workers

Yes. A high school student serving as an election inspector may be paid or may volunteer their time. A recent change in state law permits an individual serving as an election inspector to choose to work without compensation. A high school student may want to work without pay to fulfill a community service requirement. The amount of compensation is determined by the municipality.

Home » Frequently Asked Questions » High School Poll Workers

### How long is the term of office for a high school poll worker?

Posted in High School Poll Workers

A high school student serving as an election inspector is appointed for a specific election, not a two year term. The student may be appointed to serve in more than one election.

Home » Frequently Asked Questions » High School Poll Workers

### Who is responsible for training the high school poll worker?

Posted in High School Poll Workers

The municipal clerk is responsible for training the student. The municipal clerk may conduct a special training session just for high school students or may invite students to attend the training sessions for other election inspectors. The student may also receive instructions and training from the chief inspector on election day at the polling place.

Home » Frequently Asked Questions » High School Poll Workers

### Can more than one high school poll worker work at the same polling place?

Posted in High School Poll Workers

Yes. The State Elections Board encourages municipal clerks to have at least two working together at a polling place. However, high school students may only serve as inspectors if at least one election official at the polling place other than the chief inspector is a qualified elector in the state.

Home » Frequently Asked Questions » High School Poll Workers

### What arrangements are there for lunch and dinner for high school poll workers?

Posted in High School Poll Workers

## Authorization to Serve as an Election Inspector

We authorize the student named below to serve as an election inspector in the municipality serving the student's residence:

\_\_\_\_\_  
(name of student)

\_\_\_\_\_  
(street address)

\_\_\_\_\_  
(city, state, zip code)

\_\_\_\_\_  
(telephone number)

The student is enrolled at : \_\_\_\_\_ High School

\_\_\_\_\_  
(name of high school)

\_\_\_\_\_  
(address of high school)

\_\_\_\_\_  
(city, state, zip code)

\_\_\_\_\_  
(signature of parent or guardian)

\_\_\_\_\_  
(signature of principal)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
date (month, day, year)

\_\_\_\_\_  
date (month, day, year)

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## Notification of Date of Expiration of Term as Election Inspector

I, \_\_\_\_\_, clerk of the  
(name of municipal clerk)

Town

Village of

City

\_\_\_\_\_ in \_\_\_\_\_  
(name of municipality) (name of county)

hereby notify the principal of the high school named above that the student authorized on this form has been appointed an election inspector with a term ending December 31, \_\_\_\_\_.  
(even-numbered year)

\_\_\_\_\_  
(signature of municipal clerk)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
date (month, day, year)

In order to serve as an election inspector, the student must be 16 or 17 years of age, enrolled in grades 9 to 12 in a public or private school, and have at least a 3.0 grade point average or equivalent. The municipal clerk may not require the student to serve at all elections. S.7.30(2), (am), Stats.

Motion Wilz, second Bembenek, accept the report. Motion carried unanimously.

10) Cell phone plan – Barb Brilowski

**CELL PHONE PLANS**

**Current Plan**

>Road Crew - U.S. Cellular – 5 lines, 1400 minutes \$ 114.00/mo.  
>FD (Fire Chief) – Element Mobile – 1 line, 1200 minutes  
Includes internet and texting \$ 121.73/mo.  
  
*TOTAL COST* – Road Crew & Fire Dept. \$ 235.73/mo.

or

**\$2828.76 annually**

-----  
**(1) Proposed Plan from “Cellcom”**

➤ Combined plan for Road Crew and Fire Chief – 5 lines – 1600 Anytime State Wide Minutes  
  
USF & Police & Fire Protection Fees \$ 139.70/mo.  
(approx) 13.27/mo.

*TOTAL COST* – Road Crew & Fire Dept. \$ 152.97/mo.

or

**\$1835.64 annually**

**SAVINGS OF: \$ 993.12 annually**

The above includes: Free unlimited incoming minutes  
Free Cellcom to Cellcom minutes  
Free unlimited weekend & nights after **9:00pm**  
4- Free “LG” phones for road crew (upgrade from what we have  
now)  
1- Free “Smartphone” for Fire Chief (includes internet and  
texting)  
Free caller I.D., Voicemail & call waiting.  
Able to purchase 100 roaming minutes for \$9.95 per month. Able  
to purchase a month at a time.

**Concerns:** The limited number of towers available at this time. Because of Hull’s many rural areas, will dropping calls or not being able to make contact be an issue?

-----  
**(2) Proposed Plan(s) from U.S. Cellular**

- Combined plan for Road Crew and Fire Chief – “5 lines” – 1400 National Minutes

\$ 169.99/mo.

USF & Police & Fire Protection

16.99/mo.

(approx)

TOTAL COST – Road Crew & Fire Dept.

\$ 186.98/mo. or

**\$ 2243.76 annually**

**SAVINGS OF:**

**\$ 585.00 annually**

**OR:**

**(3) Proposed Plan from U.S. Cellular - #2**

- Combined plan for Road Crew and Fire Chief – “6 lines” (Belief Project) – 1500 National Minutes.

\$ 179.99/mo.

USF & Police & Fire Protection

17.99 (approx)

TOTAL COST – Road Crew & Fire Dept.  
197.98/mo.

\$

**\$ 2375.76**

**annually**

**SAVINGS OF:**

**\$ 453.00**

**annually**

The “two” proposed plans from U.S. Cellular include:

Free incoming minutes from anyone

Free Mobile to Mobile minutes

Free nights and weekends after **7:00pm**

Free caller I.D., Voicemail, Call waiting

“No” Roaming charges as these are National Plans.

The difference in the two U.S. Cellular plans is 100 minutes, 5 lines vs. 6 lines and with the “Belief Project” proposal you can get new phones sooner than 18 months and no more contracts after the current contract.

With both of the U.S. Cellular plans, the phones are not free unless you buy the phones that are available for \$.01. We have found these to work OK! We have had a few issues with breakage and the phones are very small.

A couple of phones were looked at by the road crew:

There is an "LG" phone for \$39.99 which would be suitable for the road crew.

The Fire Chief will require a Smart phone or Blackberry because of internet usage. Depending on the phone he chose, it would run from \$9.99 to \$69.99. (We were told there may be a potential promotion coming up for the Blackberry which we may be able to take advantage of.)

If we were to purchase the phones, the cost would be:

|                            |                  |
|----------------------------|------------------|
| 4 phones for road crew     | \$ 159.96        |
| 1 phone for FD(high end)   | <u>\$ 69.00</u>  |
| Additional cost of phones: | <u>\$ 229.95</u> |

**Concerns:** None as far as service is concerned. U.S. Cellular has many towers, so communication has been good. Customer Service has been excellent.

As in documentation presented, Barb indicated concern about going with Cellcom due to limited number of towers and dropped calls or not being able to make contact.

When asked by the board, Jim Kruziki indicated he felt all carriers about same. Moved by Pederson, second Wilz, approve CellCom as cell phone carrier for the Town of Hull # phones 5; #minutes1600; cost of \$152.97/mo. Motion carried unanimously.

11) Siren coverage in Town of Hull – Mark Kluck/Nick Proulx

Free standing siren, including electrical, about \$21,500.

2 mile radius – 1 ½ mile average

Siren could be placed in the Meadow Manor area or west of I-39

Holdridge - Concerned have coverage ~ every citizen has notice of real weather problem (proper notice).

Pederson – signed up for code red – service we pay four through taxes – siren would be a back-up.

M Kluck – funding may run out for "Code Red" at some time.

Following discussion moved by Pederson, second Wilz, include installation of second siren in the 2012 budget. Motion carried unanimously.

12) Generator for Municipal Building and Fire Station – Mark Kluck & Pete Kaminski

M Kluck for Fire Department – 15 KW at an approximate cost of \$23,000

P Kaminski for the garage – **2500** KW at an approximate cost of 7,380

Motion Syens, second Bembenek, table to November for additional information to be received. Motion carried unanimously.

13) Snow plow contracts

Motion Bembenek, second Pederson, increase across the board the cost for snowplowing driveways by \$50.00 (\$250.00). In order to cover the cost of plowing long driveways, parking areas and/or paths to out buildings (other than garage) an additional charge of from \$25.00 to \$300 will be charged

Motion carried unanimously.

14) Class B Original Alcohol Beverage License Application for Chester Salvinski for Knotty Pines, 1511 North Second Dr., Stevens Point WI 54482 –

Motion Wilz, second Bembenek, approve a Class B Original Alcohol Beverage License Application for Chester Salvinski for Knotty Pines, 1511 North Second Dr. Motion carried unanimously.

15) Operators license application for Marcella Salvinski, James Salvinski and Nikki Dombrowski

Motion Syens, second Bembenek, grant and Operators license to Marcella Salvinski, and grant conditionally licenses to James Salvinski and Nikki Dombrowski. Condition is receipt of clear record check and/or proof of class attendance. Motion carried unanimously.

16) Grievance Procedure

Grievance Procedure document is at end of minutes.

Motion Bembenek, second Wilz, approve Grievance procedure as presented by Chairperson John Holdridge. Motion carried unanimously.

17) Halloween hours

Motion Wilz, second Syens, have Halloween hours on Sunday October 30 from 4 p.m. to 7 p.m. Motion carried unanimously.

18) Reports

- Clerk – Report on agenda distribution to media and posting  
Agenda was faxed and or email to news media on October 7, 2011 at 10:24 a.m. and posted on October 7, 2011 at the Municipal Building 10:45 a.m.; Casimir Road and Maple Bluff Drive posting sites
- Treasurer – Monthly report on financial accounts
  - o Summary of revenue items and designated funds
- Road Foreman – Status report on roads

- Ditches on Jordan Road flushed out
  - 200' of pipe on Wilshire ~ water would not go through
  - Take camera and jet out for \$400.00
- Walkush Road complete
- Started cutting trees on Driftwood
- Fire Chief – Monthly report on fire runs
  - Compensation for fire fighters who helped with ditch work on Jordan Road?
  - House on Leonard Street will be used for fire training
  - Raffle revenue received this year \$13,280
  - DNR grant received for 2011
- EMS President/Administrator – Monthly report on EMS runs
  - 13 runs in September
  - January thru September 95 total to date
  - 3 runs in October
  - 2010 – 74 runs year end 12-31-11

19) Adjournment: Motion Bembenek, second Pederson, adjourn the meeting.  
Motion carried unanimously. Meeting adjourned at 9:30 p.m.

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Janet Wolle, Clerk

WTA Newsletter  
October 2011

14

10-16-11  
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**New Requirement to Establish an Employee Grievance Procedure**  
By Carol Nawrocki, WTA Attorney

As you are likely aware, 2011 Wisconsin Act 10, often referred to as the budget repair bill, made sweeping changes to the collective bargaining laws applicable to public employees. One of the changes included in the bill is a requirement that all municipal employers adopt a grievance procedure for their employees if the local government does not currently have a civil service system offering protections to employees in place. This article will touch upon the general requirements for such a procedure and hopefully get the town thinking about how it plans to comply with this new law. All municipalities must have a grievance procedure in place that meets the requirements of the new statute (s. 66.0509(1m), Wis. Stat.) as of October 1, 2011.

**Q. Our town only has one part-time employee who is an "at will" employee without any type of contract. Does our town still have to have a grievance procedure?**

A. Yes. All municipal employers must offer a grievance procedure regardless of whether you have employees that are in a union or not. Moreover, the law does not create any exceptions for municipalities that have only seasonal, part-time, or other limited-term type employees.

**Q. What sort of employee issues may the grievance procedure be used to address?**

A. Section 66.0509(1m)(c), Wis. Stat. requires the grievance procedure to address, at minimum, employee terminations, employee discipline, and workplace safety. Unfortunately, the law does not define these terms. So, the town will need to define what these terms do or do not include in the grievance procedure. If your town has an existing employee handbook or employee discipline policy, it should be reviewed and altered if needed to harmonize with the grievance procedure. If your town has never had an employee handbook or discipline policy now would be the time to strongly consider working with a labor law attorney to create one.

**Q. What steps will need to be included in the grievance procedure?**

A. The law only dictates a few specific elements that the grievance procedure must contain. First, there needs to be a written document specifying the process that a grievant and employer must follow. Secondly, there must be a hearing before an impartial hearing officer. And, thirdly, there must be an appeal process in which the highest level of appeal is the governing body of the local governmental unit. See s. 66.0509(1m)(d), Wis. Stat. Beyond these basic elements, the town is free to determine how many steps there will be to the procedure, the format of the form to be used for filing a grievance, the timelines for both filing and acting on the grievance, etc.

**Q. Who should be the "impartial hearing officer"?**

A. The new law does not explicitly define what "impartial" means or what the role of the hearing officer should be. It is likely that employees and unions will file lawsuits that will eventually clarify these questions. In the mean time, the town should think carefully about what it means to be "impartial". We know that many towns have few employees and no human resources department. In most cases, the town board as a whole or a town board designated individual would make the initial decision to terminate or discipline an employee. As a result, a member of the town board that decided the matter or the individual designated to handle the termination/discipline would not be "impartial" and, therefore, should not be the hearing officer. The safest course of action would be to select an independent hearing officer who is not an employee of the town. Our suggestion would be to consider hiring an attorney, a retired judge, an independent labor arbitrator, or a human resources director from another municipality, school district, or county that has experience hearing employee grievances. The town may also choose to have a staff member from the Wisconsin Employment Relations Commission serve as the impartial hearing officer. Be aware that an angry employee and his or her attorney are likely to scrutinize your choice. So, at minimum, whomever you select cannot be someone with a direct interest in the case and it cannot be a member of the town board that will ultimately be hearing any internal appeal of the hearing officer's decision.

**Q. Who pays the costs associated with the filing of the grievance?**

A. Payment of costs should be addressed in your grievance procedure. In the interests of fairness, it is suggested that each party (the employee and employer) pay their own costs associated with handling the grievance. Out of pocket costs might include things like attorney fees, investigation, photocopying, etc. Also indicate in your grievance procedure what fees the hearing officer will charge.

**Q. Will the final decision of the town board on any appeal be the end of the road for the employee grievance?**

A. The new statute says the "highest level of appeal" is the governing body of the local governmental unit, s. 66.0509(1m)(d)3, Wis. Stat. However, most labor law attorneys believe that there will still be the potential right to appeal to circuit court under Chapter 227 of the Wisconsin Statutes. That section would involve a judge (rather than a jury) reviewing the record created during the grievance process to see if the evidence contained therein adequately supports the decision.

**Q. Does WTA have a model grievance procedure our town can take a look at?**

A. WTA will be putting together a basic sample that includes the required elements. Such a sample will be made available on our website in the near future. Any member town that is unable to access information via the website may call our office for a copy once it becomes available. However, many options exist for creating such a procedure and there really isn't a "one size fits all" grievance procedure. Each municipality is strongly encouraged to have a labor law attorney review its grievance procedure prior to final adoption.

Town of \_\_\_\_\_, \_\_\_\_\_ County, Wisconsin

**Employee Grievance Procedure**

**Purpose:** This grievance procedure is adopted pursuant to s. 66.0509(1m), Wis. Stat., and is intended to provide a timely and orderly review of disputes regarding: a) employee terminations, b) employee discipline, and c) workplace safety.

**Definitions for terms used in this document:**

**"Days"**: means calendar days, excluding legal holidays as defined in s. 995.20, Wis. Stat.

**"Discipline"**: means any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, disciplinary demotions and terminations. The term "discipline" does not include verbal notices or reminders, written reprimands, performance evaluations, documentation of employee acts and/or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance improvement plan or job targets; placing an employee on paid leave pending an internal investigation; or other personnel actions taken by the employer for non-disciplinary reasons.

**"Hearing Officer"**: means the impartial hearing officer required pursuant to s. 66.0509(1m)(d)2, Wis. Stat. The hearing officer selected by the town board is (insert name and/or title of person(s) town board has selected to serve as the hearing officer such as: a lawyer, a professional mediator/arbitrator, a retired judge, or other qualified individual. The hearing officer shall not be an employee of the town) \_\_\_\_\_.

**"Termination"**: means a discharge from employment for rule violations, poor performance, acts detrimental to the employer or other acts of misconduct. The term "termination" does not include: a voluntary quit, completion of seasonal employment, completion of temporary assignment, completion of contract, layoff or failure to be recalled from layoff at the expiration of the recall period; retirement, job abandonment ("no call, no show" or other failure to report to work); or termination of employment due to medical condition, lack of qualification or license, or any other cessation of employment not involving involuntary termination.

**"Workplace Safety"**: means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

**Process and Timelines:**

1. The employee must file a written grievance with the town clerk within 10 days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. So that an earnest effort can be made to resolve the matter informally, the grievant must discuss the issue with his/her immediate supervisor prior to filing the written grievance. However, in the case of a termination, such a meeting is not required. Grievance forms may be obtained from the clerk. The town clerk shall inform the employee's immediate supervisor and the town chair about receipt of the written grievance as soon as practicable.
2. The employee's immediate supervisor will meet with the grievant within 10 days of receipt of the written grievance. The supervisor will provide the grievant with a written response within 10 days of the meeting. A copy of the supervisor's response shall be filed in the clerk's office. If no one has been designated the employee's immediate supervisor, the employee will meet with the town chair who shall then provide the written response.
3. The employee may request an appeal to the hearing officer by filing a written request with the town clerk within 10 days of receiving the written response. The town clerk shall notify the town chair and employee's supervisor about the filing of the request for a hearing as soon as practicable. The town will work with the hearing officer and grievant to schedule a mutually agreeable hearing date.
4. The hearing officer shall provide the employee and employee's supervisor with a written decision no later than 30 days after the hearing date. The hearing officer shall also provide the town clerk with a copy of the decision for filing in the clerk's office.
5. The non-prevailing party may file a written request with the town clerk for an appeal to the town board within 10 days of receipt of the hearing officer's decision. The clerk shall notify the town chair about the request as soon as possible. The town board shall decide the matter and issue a written decision within 45 days of the filing of the appeal. The town board may sustain, deny or modify the recommendation of the impartial hearing officer. The decision of the town board shall be final and binding. A copy of the board's decision shall be provided to the employee and filed in the town clerk's office.
6. All timelines may be extended by mutual written agreement of the town board and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.
7. If the last day on which an event is to occur is a Saturday, Sunday, or legal holiday, the time limit is extended to the next day which is not a Saturday, Sunday or legal holiday. A grievance or request for an appeal is considered timely if received by the town clerk during normal business hours or if postmarked by 11:59 p.m. on the due date.

8. If the grievance is not answered within the time limits, at any stage, the employee may proceed to the next available step within 7 days.
9. The grievant and town board may mutually agree in writing to waive a step or multiple steps within the procedure.
10. Granting the requested or agreed upon remedy resolves the grievance.

**Grievance Requirements:**

The written grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.
2. The date the incident occurred or the date the alleged workplace safety concern was discovered.
3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion.
4. The specific remedy requested; and
5. A description of the workplace safety rule alleged to have been violated, if applicable.

**Supervisor's Response:**

The supervisor's written response to the employee's written grievance must contain:

1. A statement of the date the meeting between the employee and supervisor was held.
2. A decision as to whether the grievance is sustained or denied.

**Procedure Before the Hearing Officer:** The hearing officer shall define the issues, identifying areas of agreement and identifying the issues in dispute and hear evidence and arguments. The hearing officer will determine whether the town acted in an arbitrary and capricious manner. A decision will not have been arbitrary or capricious if it was made in the best interest of the town. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be strictly followed. However, no factual findings may be based solely on hearsay evidence.

The hearing officer may require the employee and town to submit materials related to the grievance and witness lists in advance of the hearing in order to expedite the hearing. The hearing officer shall sustain or deny the decision of the employee's supervisor. The hearing officer is not given authority to modify the decision made by the employee's supervisor. The hearing officer is not given authority to grant in whole or in part the

124 HTB  
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specific request of the grievant. Within 30 days after the hearing, the hearing officer will issue a decision in writing indicating the findings and reasons for the decision.

If the hearing officer's decision on any grievance is appealed, only the issues raised in the hearing may be appealed. Issues are not subject to modification in the appeal process.

**Hearing Officer's Decision:**

The hearing officer's written decision must contain:

1. A statement of pertinent facts surrounding the nature of the grievance.
2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
3. A statement outlining the timeline to appeal the decision.

**Representation:** Both the employee and the town may be assisted by a representative of their own choosing in person or by teleconference at any point during the grievance process.

**Consolidation:** The employee's immediate supervisor and/or the hearing officer may consolidate grievances where a reasonable basis for consolidation exists.

If more than one employee is grieving the same issue or circumstance, a single grievance form may be used. A group grievance must be signed by all grieving employees and must indicate that it is a group grievance at the first step in the grievance process.

**Costs:** Any expense incurred by an employee in investigating, preparing, or presenting a grievance shall be the sole responsibility of the employee. Each party (employee and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. The fees of the impartial hearing officer shall be divided equally between the parties with the employee(s) paying half and the employer paying the other half. The fees of the hearing officer will be: *(insert)* \_\_\_\_\_.

## SAMPLE GRIEVANCE PROCEDURE FOR MUNICIPALITY-- SHORT VERSION

### DISCIPLINE AND GRIEVANCE PROCEDURE

**Discipline.** Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the [City/Village/Town]. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The [City/Village/Town] reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

**Grievances.** This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. Step 1 – Written Grievance Filed with [City/Village/Town] Administrator. The employee must prepare and file a written grievance with the [City/Village/Town] Administrator within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor and the employee's signature and the date. The [City/Village/Town] Administrator or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his or her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the [City/Village/Town] Administrator, the grievance shall be filed with the [Mayor or Village/Town Board

President] and the [Mayor or Village/Town Board President] or his/her designee shall conduct the Step 1 investigation.

2. Step 2– Impartial Hearing Officer. If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the [City/Village/Town] Administrator's decision, a request for written review by an impartial hearing officer. The [City/Village/Town] shall select the impartial hearing officer. The hearing officer shall not be a [City/Village/Town] employee. The impartial hearing officer will determine whether the [City/Village/Town] acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.
3. Step 3 – Review by the Governing Body If the grievance is not resolved after Step 2, the employee or the [City/Village/Town] Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employee, the appeal shall be filed with the [City Council/Village Board/Town Board]. The [City Council/Village Board/Town Board] shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the [City Council/Village Board/Town Board]'s next regular meeting. The [City Council/Village Board/Town Board] will inform the employee of its findings and decision in writing within ten (10) business days of the [City Council/Village Board/Town Board] meeting. The [City Council/Village Board/Town Board] shall decide the matter by majority vote and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.